

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Furniture Committee Status

13 MAR 1985

FROM

New Building Project Office
3E40 Hqs

EXTENSION

NO.

OL 2027-85

DATE

12 March 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

1. Draft Submittal for your review.

2. AEO

3/13

3/13

WR

3. EO

13/3

AK

4. DD/L

3/14

W

5. EO

15/3

AK

NBPO

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15.

if you need additional info, pls let me know.

much for this info. study - PLS give me a call re what's left for the furniture committee.

12 March 1985

Safe.

MEMORANDUM FOR: Director, Office of Logistics

STAT FROM:

New Building Project Office

SUBJECT: Furniture Committee Status

1985?

1. An Agency Furniture Committee was formed to establish a method to procure furniture. GSA has developed a Request for Proposal (RFP) for furniture items which the committee has approved. The RFP is scheduled for release in February, with a contract award expected the following June. Barring any protests or incompatibility the Agency will accept and utilize the GSA contract. Because a contract will not be available until this June, an interim solution needed to be established for the current acquisition of furniture. It was agreed that approximately three manufacturers would be evaluated and approved for each furniture item.

2. On 11 February 1985, the Furniture Committee met to review the interim solution for the procurement of furniture, and to determine what the next step would be to insure the continuation of acquiring approved furniture.

3. It was agreed that a Qualified Products List (QPL) would be established for furniture. the (FAR) (9.201) defines a "Qualified Product" as "an item that has been examined and tested for compliance with specification requirements and qualified for inclusion in a QPL." A list of furniture items and their manufacturers have been approved by the Committee for the interim solution and it is proposed that this list be formalized into a QPL (see Attachment A). Attachment B are the specification requirements.

4. The award of any resultant order will be based on price, therefore the Procurement Division shall solicit competitive bids from the qualifying companies for each requirement. Components submitting requisitions for furniture have the option of providing a generic description, or a brand name or equal designation. In both cases the award will be made to a company on the QPL, based on low bid. This will insure quality at the lowest price.

5. Acquisition to be made on a sole source basis shall be undertaken only with a substantive technical office justification. This justification shall contain the rationale for specific office requirements, and a detailed explanation of why no other product, on the QPL, would meet these requirements. If the sole source is a company not on the QPL, it must be approved by the Director of Logistics. An approval from the Director is not required if the sole source is to procure furniture similar to that previously purchased.

6. Workstation standards have been developed and are being used to layout the office space in the new building (see Attachment C). In certain circumstances we have found that the size of a piece of furniture becomes critical. For example, if a component needs a 72-inch desk precisely, to fit within the acoustical partitions, Corry Jamestown furniture cannot be used because their desk top is 72 5/8-inches. In cases where the size is critical a manufacturer may be excluded from the bidding process for that item.

7. This QPL will continue to be used if the GSA RFP is not accepted in June of 1985. This QPL does not apply to executive furniture.

8. Attachment D is a Procurement Flow Diagram which shows the steps involved in acquiring furniture.

9. If you have any questions or need additional information, please call me on extension



Attachments:

- A - Furniture Items and Manufacturers
- B - Specification Requirements
- C - Workstation Standards
- D - Procurement Flow Diagram

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